

**Suggested Document Submittal List  
For Multi-Family Dwellings (MFD)**

**Handout No. 2-9**

**Published: 8/21/00**

**Page 1 of 2**

**I. Document Submittal List**

- |                    |  |
|--------------------|--|
| A. Drawings        | 24" X 36" Suggested Minimum Size   |
| (3)* sets of:      | <ol style="list-style-type: none"> <li>1. General Information</li> <li>2. Plot Plan</li> <li>3. Grading and Drainage</li> <li>4. Landscaping Plan</li> <li>5. Architectural Plan - <ul style="list-style-type: none"> <li>Floor Plan</li> <li>Roof Plan</li> <li>Exterior Elevation</li> <li>Disabled Accessibility Features</li> </ul> </li> <li>6. Structural Plan - Foundation Plan <ul style="list-style-type: none"> <li>Floor Framing Plan</li> <li>Roof Framing Plan, Truss Information</li> <li>Cross Section(s)</li> <li>Structural Framing Detail</li> </ul> </li> </ol> |
| (2) sets of each:  | <ol style="list-style-type: none"> <li>7. Plumbing Plans (Including Relevant Information from Architectural Drawings)</li> <li>8. Mechanical Plan " " " " " " "</li> <li>9. Electrical Plan " " " " " " "</li> </ol>   |
| B. Calculations    | <ol style="list-style-type: none"> <li>1. Structural Calculations</li> <li>2. Title 24 Energy Calculations and Forms</li> </ol>  |
| (2) sets of:       |  |
| C. Other Documents | <ol style="list-style-type: none"> <li>1. Soil Report &amp; Geologic Hazard Study if in Geologic Hazard Zone</li> <li>2. Sound Study/Noise Report (if stipulated in Planning permit)</li> <li>3. Hazardous Material Inventory List (list types &amp; quantities of chemicals stored on site)</li> <li>4. Specifications</li> <li>5. Title 24 Accessibility forms to be completed and signed</li> </ol>   |
| (2) sets of:       |  |

\* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

**II. Expanded Information on Above Documents**

- |                  |   |
|------------------|---|
| A-1. Information | <ol style="list-style-type: none"> <li>1. Sign &amp; Stamp on all Documents by Design Professional (Cover Sheet to be Wet Signed)</li> <li>2. Name, Title, Registration, Address and Phone Number of Design Professionals</li> <li>3. Project Name and Address, as well as Project Owner's Name, Address &amp; Phone Number</li> <li>4. Cover Sheet Information: <ol style="list-style-type: none"> <li>(a) Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC &amp; Energy)</li> <li>(b) Description of Scope of Work</li> <li>(c) Occupancy Group(s) and Type of Construction</li> <li>(d) Allowable Area Calculations</li> <li>(e) Gross Area, by Floor, and Building Height</li> <li>(f) Index of Drawings</li> </ol> </li> <li>5. Scale for all drawings and details</li> </ol> |
| A-2. Plot Plan   | <ol style="list-style-type: none"> <li>1. Lot Dimensions Showing Whole Parcel, Property Lines, and Street location(s)</li> <li>2. Building Footprint with all Projections &amp; Dimensions to all Property Lines</li> <li>3. Location of Easements and Utilities on site</li> <li>4. Parking Layout, Driveway Locations &amp; Sidewalk Design<br/>(Fully Detail all Disabled Accessibility Features)</li> </ol>   |

5. Locate Existing Fire Hydrants within 500 ft. of the Project
6. Vicinity Location Map and North Arrow

A-3. Grading and  
Drainage Plans

1. Existing and Proposed Grading Plan (Detail Tops and Toes of Slopes)
2. Pad Elevation and Ground Slope Drainage Scheme & Topographic Plan Drawn to 5'-0" Contours
3. Retaining Walls and Drainage System Existing and Proposed

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**Page 2 of 2**

A-4. Landscaping Plan

1. Accessory Structures, Walkways, Swimming Pools, etc.(Including Handicapped Accessibility Features)

A-5. Architectural Plans

1. Architectural Floor Plans with Unit and Building Plans
2. Handicapped Accessibility Features Fully Detailed and Dimensioned
3. Exit Location(s), Path(s), and Lighting
4. Exterior Elevations
5. Window Schedule: (Detail egress, safety glazing locations & Skylight ICBO Numbers)
6. Door Schedule: List sizes and types (Detail fire ratings, hardware, closers & thresholds)
7. Flashing: Vertical & Vertical to Horizontal Junctures of Materials
8. Roof: Eaves, Overhangs, Rake, and Gables
9. Cabinet Elevations
10. Floor Changes, (i.e., Slab to Wood Frame Flashing detailed)
11. Handrails, Guardrails, and Support Details
12. Details of Sound Separation (Interior and Exterior if Sound Study Required)
13. Details of Fire Separations with Assembly Numbers and Sections
14. Detail all Fire Penetrations & Openings including Assembly Numbers
15. Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
16. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members

A-6. Structural Plans

1. Foundation and Structural Floor and Roof Framing Plan
2. Structural Material Specification
3. Typical Cross Sections in Each Direction (where necessary)
4. Shear Wall and Holdown Plan, Including Complete Table  
(wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns & bolts)

Details

(As Applicable) 2. Footings, Piers, and Grade Beams

1. Fireplaces - Masonry or Prefabricated Fireplaces listing ICBO No.
3. Post and Girder Intersections
4. Structural Sections with Details at Foundation, Floor and Roof Levels
5. Shear Transfer Details and Holdown Bolt Details

Prefab Trusses

1. Roof Framing Plan with Truss ID No's. For Each Building
2. Specify Truss Manufacturer on the Drawings
3. Details of Truss Splices, Connections, Plate Sizes and Hangers
4. Truss Plans and Details to be Stamped and Signed by Truss Design Engineer
5. Truss Plans and Layout to be Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect

A-7. Plumbing

1. Site Utility Plan and Sizing Calculations
2. Waste and Vent Plan and Sizing Calculations
3. Water Piping Sizing Calculations
4. Kitchen Plan for Commercial Kitchens
5. Roof Drain Plan and Sizing Calculations
6. Condensate Drain Plan & Hydronics Piping Plan

A-8. Mechanical

1. HVAC Plan (Location, size, duct layout, Smoke/Fire dampers)
2. Environmental and Product Conveying Duct Plan
3. Gas Piping and Sizing Calculations
4. Kitchen Plan for Commercial Kitchens and Santa Clara County Health Department Approval

A-9. Electrical

1. Load Calculations and Panel Schedule
2. One Line Diagram, include Wire & Conduit Sizes

B-2. Title 24-Energy

1. CF-1R & MF-1R Completed, Signed & Printed on Plans
2. CF-GR & Insulation Certificate attached to Plans
3. Performance Analysis and Back-up Forms Included

**III. Separate Plans  
& Permits**

1. Automatic Fire Sprinklers, Smoke Detection Systems, Fire Alarm Systems and Hazmat
2. Pools and Spas
3. Accessory Structures Proposed on Plot Plan
4. Additional Grading Plans and Permits maybe required
5. Demolition of Structure on Site

Notes:

- (1) This is not a complete list of all required submittal and additional information may be required after plan review.
- (2) Drawings maybe required for other Buildings including Community Rooms, Garages, Etc.
- (3) Other departments and agencies review and approval may be required